

Admiral Swansea Bay Bae Abertawe 10k



TRADE STAND APPLICATION SUNDAY 16th SEPTEMBER 2018

The City and County of Swansea would like to extend an invitation for you to trade at this year's Admiral Swansea Bay 10k race.

We are looking for innovative and creative traders.

The race day offers the opportunity to:

- Reach 10,000 potential customers.
- Showcase your brand and products.
- Be part of one of the top rated road races in the UK.

General Information

- Trading hours are 8.30am until 3.30pm.
- Traders need to be set up by 8am at the latest.
- 5,000 runners take part each year.
- Additional 5,000 Spectators are expected to attend.
- A free event to visitors

www.swanseabay10k.com



The detail...

Traders can apply for an outdoor trade space (minimum 3m frontage). Prices and details are listed on the attached form.

Preference will be given to traders which will fit in with the sporting atmosphere of this event, ideally linked to the running / fitness industry. (Although this is not essential)

The City and County of Swansea reserves the right to refuse applications at its own discretion.

The closing date for the return of application forms is **7th September 2018**; however may accept offers past this date.

How do I apply?

- Complete the enclosed application form.
- Return it with a cheque for the full payment (made payable to City and County of Swansea).
- Include a copy of your Public Liability Insurance (minimum of £5 million).
- Complete and return the enclosed Indemnity Agreement.
- Include a detailed description and a photograph of your unit and products and prices.
- If you are unsuccessful you will have your cheques returned.

**Return forms to:
Admiral Swansea Bay 10k (Trade)
Special Events, Room 152
The Guildhall
Swansea. SA1 4PE**

In the meantime, should you have any queries, please do not hesitate to contact the Special Events Team on:

Information: **01792 635428**
Email: **special.events@swansea.gov.uk**

www.swanseabay10k.com



APPLICATION FORM

Company		Contact Name	
Address		Position	
		Tel	
		Fax	
		e-mail	
Postcode		Mobile	

Description	Size & Type of Stand	£
<p>Option 1 General outdoor trade space @ £70 per 3 metre x 3m (Additional frontage £15 per metre)</p>		
<p>Option 2 Registered Charity outdoor trade space @ £60 per 3 metre x 3m (Additional frontage £12 per metre)</p>		
TOTAL		

<p>Please give a description of goods to be sold and products/services to be exhibited</p>	
---	--

Marketing

How did you hear about the Admiral Swansea Bay 10k?

Completing your Application

Please ensure you have included...

Your completed application form	
Completed indemnity form	
A copy of your Public Liability Insurance	
A photo of your stand and a description of your products and prices	
Your cheque	
Completed the attached Fire Risk Assessment	

Cheques to be made payable to 'The City & County of Swansea', payment must accompany this application in order for this form to be accepted – do not post-date the cheque.

I/We have read the rules & regulations for Traders and agree to abide by these, a copy of which has been sent to me. I/We have completed the indemnity form overleaf and enclosed proof of Public Liability Insurance.

Signed		Date	
---------------	--	-------------	--

**Return forms to:
Admiral Swansea Bay 10k (Trade)
Special Events, Room 152
The Guildhall
Swansea. SA1 4PE**

INDEMNITY AGREEMENT

All suppliers, exhibitors, traders, caterers, societies, organizations and individuals involved with the Admiral Swansea Bay 10k are required to complete and sign this Indemnity Agreement.

WHEREAS THE COUNCIL OF THE CITY AND COUNTY OF SWANSEA (hereinafter called "the Council") have agreed to permit the use of **Swansea Promenade and its surrounding environs** in the City and County of Swansea from **14 September 2018 – 17 September 2018** for the purpose of the **Admiral Swansea Bay 10k** (Includes set up / de-rig time).

Type and nature of goods/exhibits, displays	
Name of Company/Society/Individual	
Address	

I / WE HEREBY UNDERTAKE AND AGREE TO:

- 1) "At all times hereafter indemnify and keep indemnified the Council from and against all actions proceedings costs claims and demands for injury to persons or property arising out of or in connection with the granting of this permission unless such injury or damage shall arise from any act or omission of the Council of its obligations under this permission."
- 2) Ensure adequate insurance cover is in force to cover the use as granted. (Minimum cover is £5 million for any one incident and that where required each supplier / exhibitor should produce both public and employers liability insurance.)

NB Suppliers / Exhibitors must have their own insurance. Written evidence of this must be included with this application form. (A photocopy will suffice).

Signed Date

For and on behalf of

Position in Company

Witness' Name

Telephone number for contact purposes.....

Address

.....

Witness' Occupation.....

REGULATIONS FOR TRADERS & EXHIBITORS

DEFINITION OF TERMS

- a. **Regulations.** This term is applied to all requirements laid down by the Organisers for the conduct of the Admiral Swansea Bay 10k and to any further additions or amendments as may be deemed necessary by the Organisers.
- b. **Organisers.** This term shall mean the City & County of Swansea, their servants or agents.
- c. **Exhibitors.** This term shall include all employees, servants and agents of any company or organisation exhibiting or trading at the Admiral Swansea Bay 10k.

2. APPLICATION OF REGULATIONS

- a. The control of the Trade Display is in the hands of the Organisers whose decisions are final and binding on all Exhibitors.
- b. The Organisers shall have the right without appeal to resolve all cases, which are not provided for in the Regulations.
- c. Any person or organisation failing to comply with the Regulations or directions from the Organisers may be instructed to leave the event and no refund of any site or other charges will be made by the Organisers.

3. LIABILITIES

- a. The Organisers will not accept liability for loss of or damage to any exhibits at any time and Exhibitors are advised to insure their exhibits against such loss or damage, including risk of fire.
- b. Exhibitors will be held responsible for loss of or damage or injury to property (including other exhibitions) and persons, caused by themselves, their servants or agents.
- c. Each Exhibitor participating in the Trade Display agrees to indemnify the Organisers against all claims of whatsoever nature which may be made against the Organisers arising out of, or in any way connected with such Exhibitor's participation in the Commercial Display. This provision is specifically agreed by the Exhibitor to be fair and reasonable. The Event Organisers will not be in any way be responsible for any article entered, sold or exhibited, and it shall be a condition of entry that every Exhibitor shall hold the council harmless and indemnify it against any legal proceeding that may arise from the loss, damage by fire, tempest, or any other cause, or mis-delivery of any article. All traders must complete and sign the indemnity agreement before returning the application form.

- f. **No exhibitor will be accepted without a completed indemnity form and proof of Public Liability Insurance.**
- g. The Organisers do not accept liability and will not be under any liability to Exhibitors or their employees, servants and/or agents in respect of any direct or indirect damage, loss or injury, to persons or property arising out of, or in any way connected with the Trade Display.
- h. Exhibitors are strongly advised to take out appropriate insurance cover against the risk of the event being cancelled or postponed. Any refund in the event of a whole or part cancellation of the show shall be at the sole discretion of the Organisers and if made will be paid net of the Organisers' costs and administrative charges. Under no circumstances will Exhibitors have any claim against the Organisers in the event of cancellation or postponement of the event.
- i. In the event of an Exhibitor's withdrawal from the Trade Display after notification by the Organisers of the allocation of space, all payments made in respect thereto shall be forfeited. Notice of withdrawal must be made in writing to the Organisers who will endeavour to re-allocate the space, but such re-allocation does not necessarily entitle the Exhibitor to refund of any payments made or release from any sums for which he has become liable.
- j. If an application is received from any organisation whose affairs are for any reason placed in the hands of a receiver, that application shall, unless otherwise agreed in writing by the Organisers, automatically become null and void even if previously accepted by the Organisers and any monies received will only be returned after deduction of all costs and expenses incurred by the Organisers.
- k. Exhibitors must comply with all UK Statutory Requirements and Regulations whilst attending the Admiral Swansea Bay 10k.
- l. The Organisers reserve the right to refuse any entry whatsoever and also reserve the right to cancel any entry which may have been accepted, or decline at any stage to admit any proposed exhibit to the event. Whenever under this regulation an application for space is refused, or an allocation of space is cancelled by the Organisers, or an exhibit is refused admission or removed, the fees paid for such space may, at the discretion of the Organisers, be refunded, and if refunded, shall be accepted by the Exhibitor or intending Exhibitor, in full satisfaction of all claims against the Organisers.
- m. Exhibitors are responsible for the safety of the public on their sites, particularly for the safe demonstration

of any working exhibits or displays and are responsible for the security of their exhibits and property.

- n. Visitors attending the Admiral Swansea Bay 10k do so entirely at their own risk. No liability will be accepted by the City & County of Swansea, their servants, agents, independent contractors or sponsors for any injury (including fatal injury), illness, damage or loss whatsoever directly or indirectly occasioned to person or property, whether due to negligence or otherwise howsoever.
- o. Admiral Swansea Bay 10k security personnel reserve the right to carry out such security checks as are deemed necessary and to refuse entry to vehicles and/or persons to the Admiral Swansea Bay 10k and/or to divert visitors to car park areas.

4. INSURANCE REQUIREMENTS

Exhibitors are required to hold Third Party Liability Insurance with a Limit of Indemnity of not less than £5,000,000 for any one event or occurrence and containing an indemnity to Principals clause. In the event that the Exhibitors Third Party Liability Insurance does not contain a general Indemnity to Principals clause for the purpose of this Regulation The Organisers of the Admiral Swansea Bay 10k must be mentioned specifically as Principals in the insurance relative to the contract hereby agreed to.

5. SALES REGULATIONS

- a. Stands and Displays are expected to be of a high standard.
- b. The sale of the following articles is prohibited:
 - 1) All lock-bladed knives and any knife, including folding pocket-knives.
 - 2) Realistic-looking toy guns and guns, or other weapons, that fire any sort of projectile (eg. BB guns, airguns, crossbows, catapults)
 - 3) Livestock, live fish and caged birds.
 - 4) Foodstuffs or refreshments without written permission from the Organisers.
 - 5) Lottery, raffle or gaming tickets.
 - 6) Any type of Admiral Swansea Bay 10k souvenir, or reproduction of Admiral Swansea Bay 10k publicity material, without the written permission of the organisers
 - 7) Soft Toys ticket draws
 - 8) Any other products as may be specified in writing to individual Exhibitors by the Organisers.
- c. **Sound Reproduction.** The use of microphones and amplifiers to assist sales is STRICTLY PROHIBITED. The Organisers also reserve the right to demand the removal of any equipment about which complaints are received.

- d. **Radio and Radar Equipment.** Exhibitors intending to operate radio and/or radar exhibits are to submit details of such equipment to the Organisers by 7th September 2018 in order that clearance to operate may be sought.

- e. Roving Sales or similar trading is forbidden.

- f. The City & County of Swansea Events Team works closely with Trading Standards at all its events and will supply information where requested. All goods sold on council land must be marketable and of satisfactory quality and comply with Trading Standards legislation.

- g. The City & County of Swansea reserves the right to host exhibitors which give away free samples of food, drink or any other products at the event.

6. GENERAL INFORMATION

- a. **Water Supplies.** The Organisers are unable to provide a water supply to any Commercial Display site although water points will be available near the event site.

- b. **Insurance.** All traders must have Public Liability of at least £5 million (unlimited number of claims). A copy of the insurance must be attached to the application form, which must cover the Admiral Swansea Bay 10k dates.

- c. **Acknowledgement and confirmation.** All applications will be acknowledged and confirmed when payment is received. Further details and maps etc will be sent approximately 2 weeks before the event.

- d. **Overnight.** Exhibitors are allowed to remain on site overnight but only after prior notification to and approval of the Organisers.

Hours of business. Stands must be open for trading by 8.30am and remain open until 3.30pm. All stands can be set up on the morning. Trailer units may be sited on Saturday 16th September.

- e. **Litter-** Traders are responsible for clearing all litter from the area of their stand at the close of each day.

- f. **Vehicles.** Trade vehicles must remain in the **vehicle park designated to Traders.** The Event Organiser reserves the right to remove vehicles not parked in designated areas. Vehicles are to be parked in the designated car park. **THERE WILL BE NO TRADE PARKING ON THE EVENT SITE.**

- g. **Machinery.** All machinery in motion must be protected from the general public in accordance with statutory legislation. Machinery creating dust or excessive noise will not be allowed. Machinery, which

is perceived to be a hazard or risk, may be closed down.

- h. Power.** Power is not available on the site. **All generators brought onto site must be super silent diesel models.**

7. SITE BOOKINGS

- a.** Trade Display sites will be allocated on a first come first served basis by the Event Organiser although trader's preferences will be taken into consideration where possible and practical.
- b.** Previous attendance at the Admiral Swansea Bay 10k does not bestow any rights to participate in subsequent Admiral Swansea Bay 10k events.
- c.** Applications must be submitted on the appropriate form to the Organisers. The Organisers reserve the right to cancel or refuse in whole or in part any application. Acceptance or rejection of the application, in whole or in part, together with the allocated site, will be notified in writing by the Organisers.
- d.** The Organisers reserve the right to change the layout and the location of traders without reference to Exhibitors.
- e.** The Organisers reserve the right to change the location of any site previously allocated.
- f.** Sub-letting and/or sub-contracting of sites is strictly prohibited.
- g.** Boundaries of sites will be clearly marked by the Organisers. Exhibitors are to ensure their exhibits, including all support equipment, tentage and guy ropes are contained within each defined site area. Selling, filling questionnaires or similar activities are not allowed on the Event site.
- h.** The Exhibitor is required to sign the Application for Trade Space attached hereto, in agreement to be bound by these Regulations.

8. ACCESS

- a.** Entry is by presentation of a valid vehicle pass, which will be despatched to Exhibitors by the Organisers.
- b.** Exhibitors must report to a member of the events team before being escorted to their allocated site. Failure to comply may result in eviction from the event.

9. SETTING UP

- a.** Construction and fitting of sites may not be commenced before 9am on Saturday 23rd September

2015 without the express permission the Organisers. Permission must be requested in writing.

- b.** Exhibitors are to ensure that they are available on site to receive all deliveries as the Organisers are unable to handle Exhibitors' or Contractors' equipment.
- c.** Exhibitors are to provide all flooring they consider necessary to outdoor stands. The Organisers do not hold any flooring materials and do not have access to any such material.

10. SITE MANAGEMENT

- a.** Exhibitors are required to keep their sites and adjacent walkways tidy at all times. Rubbish is to be placed in the refuse bins and skips provided by the Organisers and made available throughout the day for regular collection by the litter clearance team.
- b.** Exhibitors are to ensure that their sites are manned whilst the event is open to the public, i.e. from 9.30am until 3.30pm on Sunday. Exhibitors failing to comply may forfeit both site and fees paid.
- c.** Exhibits or any equipment containing moving parts must be fitted with the necessary guards to comply with standard safety regulations governing that particular exhibit.
- d.** Exhibitors wishing to erect any mast or structure higher than 4 metres are to obtain prior permission from the Organisers.
- e.** Exhibitors are not to obstruct or allow to be obstructed any gangways or open spaces and no sign or projection may be hung or projected over gangways or open spaces, or in any way affect neighbouring Exhibitors' displays.
- f.** Exhibitors wishing to erect any sign, placard or advertisement at any location other than their allocated site are to obtain the written permission of the Organisers.
- g.** There are no facilities for storage on the event site.
- h.** The Organisers shall not incur any liability for failure to supply any equipment or furniture hired on behalf of an Exhibitor. Neither shall the Exhibitor be entitled to any refund, or part refund, of any site fee if such equipment or furniture is not provided.
- i.** Generators are used on the condition that a nuisance is not caused to either other Exhibitors or the public. The Organisers reserve the right to demand the removal of any equipment about which complaints are received.
- j.** Only vehicles forming an integral part of an Exhibition are permitted on the allocated Exhibition site. All other vehicles are to be parked in the designated Public Car Parks.

- k. Once established on site, vehicles are not to be moved during the operational hours of the event.
- l. Exhibitors are not allowed to bring dogs or pets to the event.
- m. Exhibitors are not allowed to light any type of outdoor barbecue at their trade site, or anywhere else at the event.

11. SITE CLEARANCE

- a. **NO EXHIBITOR MAY CEASE OPERATION BEFORE 3.30pm ON SUNDAY 16th SEPTEMBER 2018.**
- b. Exhibitors may not depart from their site until 3.30pm on Sunday 16th September to avoid traffic congestion and must be completely cleared by 10am Monday 17th September except with the express permission of the Organisers. Exhibitors disregarding these times may be prohibited from future attendance. After this time the Organisers may have any objects found on sale removed, the cost being charged to the Exhibitor. Sites must be left in the same condition in which they were found. Any damage caused by an Exhibitor will be assessed by the Organisers, with the costs of repair being charged to the Exhibitor.

12. CANCELLATION

- a. The Council reserves the right to close any trader whose activities are not in the interest of the Event: e.g. Touting & Hawking. In which case the fee will not be refunded. Exhibitors withdrawing and cancelling space for any reason shall forfeit all fees and the Event Organiser reserves the right to re-let such space. **Exhibitors withdrawing and cancelling will not be refunded.**

13. HEALTH, SAFETY AND SECURITY

- a. **RISK ASSESSMENT.** Exhibitors are responsible for the safety of their employees and any third parties in respect of their activities and especially for the safe demonstration of any working exhibits or displays.
- b. Access to sites must be allowed at all times for the Organisers and official health & safety services for inspection purposes.
- c. Exhibitors are responsible for the security of their exhibits and property at all times. The event site is not fenced.
- d. **NO Smoking Policy.** All traders are to adhere to current smoking legislation; in particular trade stands allowing public access must display official No Smoking signs.
- e. **Security Services.** Security personnel will patrol the site on the evening and overnight of Sat 15th September and whilst every effort will be made to protect property, the Organisers cannot guarantee the security of Exhibitors' property.

- f. **Fire Precautions.** All Exhibitors are required to have suitable and sufficient fire extinguishers immediately to hand at their stand. Larger Exhibitors (eg. Craft Marquees) are to implement fire precautions at their site in accordance with the "Home Office Guide to Fire Precautions in Existing Places of Entertainment and Like Premises".

14. IN CASE OF EMERGENCY

- a. IMMEDIATELY NOTIFY ANY OF THE ORGANISERS' OFFICERS OR ANY UNIFORMED SECURITY PERSONNEL.
- b. ENSURE ALL PERSONNEL ARE CALMLY MOVED AWAY FROM THE INCIDENT.
- c. KEEP ACCESS WAYS CLEAR FOR EMERGENCY SERVICES VEHICLE